

~~CONFIDENTIAL~~

Approved For Release 2001/08/09 : CIA-RDP78-05747A000100170047-0
(When Filled In)

157-63-2176

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

TO:

Comptroller

FROM:

Chief, Operations and Liaison Branch, Finance Division

ALLOTMENT SYMBOL

2263-1040-1000

PAY PERIOD		ESTIMATED NUMBER	
BEGINNING	ENDING	HOURS	EMPLOYEES
25 November 1962	8 December 1962	80	8
9 December 1962	22 December 1962	80	8
23 December 1962	5 January 1963	80	8
6 January 1963	19 January 1963	80	8
20 January 1963	2 February 1963	80	8
3 February 1963	17 February 1963	80	8

JUSTIFICATION

INDICATE, CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED. TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

This overtime is necessary because of accountings on hand to be audited.

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ORIG COMP 38 OPI 38 TYPE 05
ORIG CLASS S PAGES 1 REV CLASS C
JUST 22 NEXT REV 2010 AUTHI NR 10-2

DATE

26 November 1962

TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable)

25X1A9a

Chief, Operations and Liaison Branch

CONCURRENCE (if applicable)

TYPED NAME AND SIGNATURE OF DIVISION CHIEF

25X1A9a

Chief, Finance Division

TYPED NAME AND SIGNATURE OF AUTHORIZING OFFICIAL

Comptroller

DATE CONCURRED

DATE AUTHORIZED

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